

## SUBCONTRACTORS TRAVEL REPORT

| 1. NAME | 2. UT-Battelle Contact Badge | 3. Department/Division | 4. Period of this report: |
|---------|------------------------------|------------------------|---------------------------|
|         |                              |                        | From: _____ To: _____     |

|          | DAY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------|-----|--------|--------|---------|-----------|----------|--------|----------|
| 5. DATE  |     |        |        |         |           |          |        |          |
| 6. FROM: |     |        |        |         |           |          |        |          |
| TO:      |     |        |        |         |           |          |        |          |
| TO:      |     |        |        |         |           |          |        |          |

7. PURPOSE OF TRAVEL:

| TRANSPORTATION            | TOTAL |
|---------------------------|-------|
| 8. PLANE & TRAIN TICKETS  |       |
| 9. PERSONAL CAR           |       |
| 10. RENTAL CAR            |       |
| 11. TAXIS, TOLLS, PARKING |       |

**LODGING AND MEALS**      *MEAL AND LODGING EXPENSES IN EXCESS OF GSA RATES REQUIRE SPECIAL APPROVAL.*

|                                |  |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|--|
| 12. HOTEL OR MOTEL             |  |  |  |  |  |  |  |  |
| 13. HOTEL OR MOTEL TAXES       |  |  |  |  |  |  |  |  |
| 14. TELEPHONE                  |  |  |  |  |  |  |  |  |
| 15. BREAKFAST                  |  |  |  |  |  |  |  |  |
| 16. LUNCH                      |  |  |  |  |  |  |  |  |
| 17. DINNER                     |  |  |  |  |  |  |  |  |
| 18. <b>TOTAL MEALS CLAIMED</b> |  |  |  |  |  |  |  |  |

**OTHER EXPENSES**

|                               |  |  |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|--|--|
| 19. Other Business Expense    |  |  |  |  |  |  |  |  |
| 20. <b>Daily Report Total</b> |  |  |  |  |  |  |  |  |

**EXPLANATION OF TRAVEL AND OTHER BUSINESS EXPENSES.** Receipts for lodging, airline tickets, and items greater than \$75 are required, requested expenses for single item less than \$75 can be reimbursed without receipts. Lodging and meals are limited to GSA limits, and personal car mileage is limited to Rand McNally limits. If staying with friends or relatives you may claim \$20 lodging in lieu of hotel. Only room rate should be listed on line 12 and taxes reported on line 13.

*INCLUDE DATE, NATURE OF EXPENSE, BUSINESS PURPOSE, PLACE INCURRED, DESCRIPTION AND AMOUNT*

### STATEMENT OF ACCOUNT

|  |   |   |
|--|---|---|
| 21. TOTAL EXPENSE THIS REPORT (FROM LINE 20)         |   |   |
| <b>COMPANY PAID/PRE-PAID ITEMS</b>                   |   |   |
| 22. LESS: PLANE & TRAIN TICKETS PAID BY UT-BATTELLE  | ( | ) |
| 23. LESS: TICKETS RETURNED FOR CREDIT                | ( | ) |
| 24. LESS: PRE-PAID REGISTRATION FEE                  | ( | ) |
| 25. LESS: OTHER ADVANCES                             | ( | ) |
| 26. LESS: HOTEL DEPOSIT ADVANCE                      | ( | ) |
| 27. LESS: TEMPORARY CASH ADVANCE                     | ( | ) |
| 28. <b>LESS: TOTAL RECEIVED FROM COMPANY (22-27)</b> |   |   |
| 29. DUE TRAVELER                                     |   |   |
| 30. DUE COMPANY                                      |   |   |
| 31. SETTLEMENT DUE TRAVELER                          |   |   |

32. I CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF EXPENSE INCURRED IN ACCORDANCE WITH COMPANY PRACTICE AND INSTRUCTIONS. I HAVE INCLUDED ANY EXPENSE REIMBURSEMENT OR OTHER REMUNERATION IN THIS REPORT.  
 REQUESTERS SIGNATURE \_\_\_\_\_

33. SEND CHECK TO:

34. APPROVED BY, BADGE NUMBER AND DATE  
 Badge No. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

35. ACCOUNT TO CHARGE AND DIVISION  
 Charge Number \_\_\_\_\_

Division \_\_\_\_\_

# SUBCONTRACTORS TRAVEL REPORT

1. Travelers Name
2. Sponsor Name
3. Requesting Department and Div #
4. Period of this Report
5. Beginning and ending dates for the travel
6. From: City, State  
To: City, State  
To: City, State
7. Purpose of travel
8. Total amount of plane ticket(s) – Ticket Stubs Required
9. Mileage @ current Rand McNally rate (No receipt required)
10. Total rental car expense if not billed to company (receipt required)
11. List any expenses incurred not listed

## **Meals and Lodging expenses in excess of GSA rates require special approval**

12. Itemized bill for lodging if not billed to company
13. Hotel taxes
14. Safe arrival call only, limited to \$5.00
15. Breakfast Actual Amount
16. Lunch Actual Amount
17. Dinner Actual Amount
18. Total Meals Claimed
19. Other Business Expense
20. Daily Report Total

**Receipts for lodging, airline tickets, and items greater than \$75 are required, requested expenses for single item less than \$75 can be reimbursed without receipts. Lodging and meals are limited to GSA limits, and personal car mileage is limited to Rand McNally limits. NOTE: May claim \$20 lodging in lieu of hotel if staying with friends or relatives. Only room rate should be listed on line 12 and taxes reported on line 13.**

21. Total expenses through line item 20
22. Plane/Train Tickets Furnished by ORNL
23. Less Tickets returned for Credit
24. Registration Fees pre-paid for you by ORNL
25. Other Advances provided by ORNL
26. Hotel Deposit Advances
27. Cash Advances
28. Total expenses provided by ORNL (lines 21 through 28)
29. Total amount due traveler
30. Total amount due company
31. Total Settlement due Traveler
32. Certification (initial)
33. Send Check to address
34. Approved by, badge number and date
35. Account to charge and division